

SECRET

10 February 1964

MEMORANDUM FOR: TSO/CIA**SUBJECT:** Procedure for Handling Requests for
Substitutions to Billets Established
Under COMOR-D-27/7

1. With reference to our previous conversations on COMOR-D-27/7 of 30 November 1964, and with particular relevance as to how the instruction under paragraph 2c is to be handled, the following is suggested:

a. Whether the agency requesting a substitution transmits the request to this office or to your office, the first action must be on the part of your office. Consequently,

b. If the request is transmitted here, it will be forwarded to you without action.

c. It is presumed that your office will confirm that the individual nominated for the new billet is clearable.

d. Upon confirming this fact, your office will return to TCO/CIA a copy of the request with the initialled and dated notation that the individual is clearable.

e. This office will orally advise the sponsoring agency that the proposed substitute may be briefed and will find out from that agency on what date this is to be accomplished and on what date the present incumbent is to be debriefed.

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f. This office will then:

(1) Change its copy of the Directory in accordance with the above information;

(2) Orally advise your office of the date of change and the date of the debriefing;

(3) Advise COMOR of these changes by memoranda published as revisions to COMOR-D-27/7.

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Acting TCO/CIA

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